

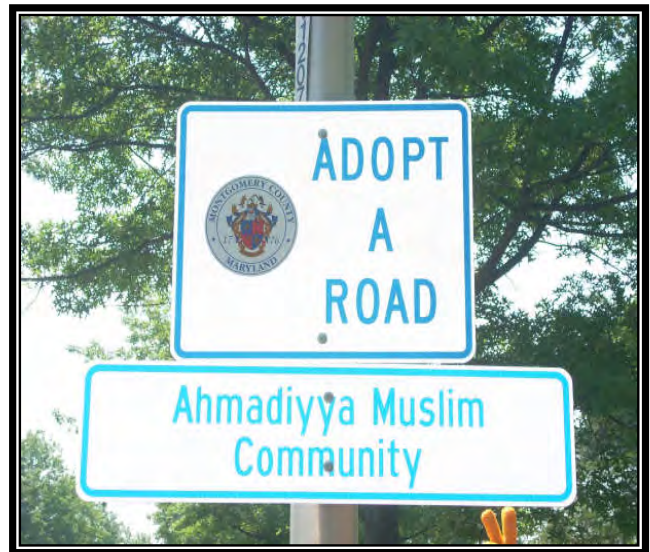


**MONTGOMERY COUNTY  
DEPARTMENT OF TRANSPORTATION**

# ***ADOPT A ROAD PROGRAM***

## ***Guidelines & Application***

**Effective 10/28/2009**



***Photos provided by current volunteer groups***

# ***MONTGOMERY COUNTY ADOPT A ROAD PROGRAM***

## **PROGRAM GUIDELINES**

- You or your organization may adopt a County road or a portion of a County road. Roads within municipalities or under the jurisdiction of the Maryland State Highway Administration (MSHA) cannot be adopted through this Program. For more information on Adopt-A-Highway call 1-877-624-6863.
- Only one road segment (one mile in length) per individual or group is allowed to be adopted. Exceptions will be considered based on the needs of the program. There are no minimum or maximum time limits on participating in the program.
- Litter should be picked up from your adopted road as needed. **At a minimum, we request you clean your road segment SIX (6) times per year (bimonthly)** with a major clean up in April for the spring. Montgomery County reserves the right to reassign an adopted road should it receive three or more complaints within six months about the road's condition regarding litter or for other reasons at its sole discretion.
- Small amounts of litter (2-3 bags) should be disposed through your normal trash collection. Larger amounts (4 or more bags) or large items that you cannot handle can be hauled away by MCDOT's Highway Division. Call them at **240-777-6000** **before** your cleanup to schedule an Adopt-A-Road trash pick up.
- Both sides of the road in your segment from intersection to intersection should be cleaned, not just from one Adopt-A-Road sign to another. **Sometimes signage cannot be placed exactly at the intersections adopted.**
- **Participants should inform the Community Outreach program each time they clean their road segment.** This can be done anytime day or night, through email at **[mcdot.outreach@montgomerycountymd.gov](mailto:mcdot.outreach@montgomerycountymd.gov)** or a phone call to the **Community Outreach Hotline** at **240-777-7155**. Please tell us the date and approximately how many bags of trash were picked up. The information will be logged into a database that will help the region monitor its progress in cleaning up the Potomac River Watershed. It can also serve as a reference if complaints arise concerning your road.
- A sign will be installed at each end of adopted road segments that are a maximum of one (1) mile in length. Exemption: signed road segments down to 0.5 MILE are allowed IF the participant's road segment includes a BUS STOP and the participant agrees to clean the segment, including bus stop, a minimum of TWELVE times a year (monthly).
- All signs will be a standard 30"X 20" (with a name plate underneath). We do not require that a sign be posted to participate in the program. Signs are installed on Major Through Routes as stated in the Montgomery County ADC Map Book. Signs can be installed on residential streets, but may have to be removed if we receive complaints from affected residents in the community .
- **Should you become unable to continue in the program, please notify the Community Outreach office by phone or email.**

# ***MONTGOMERY COUNTY ADOPT A ROAD PROGRAM***

## **SAFETY PROCEDURES**

- Designate a Team Coordinator for your group for safety. Team coordinators must be at least 21 years old. Individuals 16 years or younger should be supervised by an adult.
- When scheduling clean-up activities, members should form carpools. Vehicles should be parked completely off the road. Keep the number of vehicles to a minimum.
- Clean-up activities should be performed during daylight hours and in good weather conditions. Avoid peak traffic times. Avoid over exertion.
- Members should face oncoming traffic and stay clear of the roadway at all times.
- Clean-up activities should be performed off the roadway. Avoid performing clean-up activities in the roadway itself.
- Discarded batteries, potentially dangerous or hazardous materials, or any object that appears questionable should be avoided. Report any hazardous materials to the Department of Environmental Protection at **240-777-3867**.
- Animal carcasses seen along a County road should be reported to the Montgomery County Animal Shelter at **240-773-5960**, Monday through Saturday 10:00am-5:00pm, press #7. They will pick up any animal larger than a possum. For other related animal incidents you may also call 240-773-5925. For carcasses lying within 15 feet of a State road, call the MSHA at 301-948-2477 for the western portion of the County and for the eastern portion of the County 301-572-5166.
- You may remove illegally posted signs (such as on traffic signs, telephone poles or in medians) and throw them away. If you prefer, you can report them to the Department of Permitting Services (DPS) at **240-777-6300**. If the signs are legal, they will display a permit number, usually on the back. Do not confront a sign owner; call **DPS** instead.
- Maintain a complete first aid kit and have it available at all times.
- Clean-up attire should consist of light-colored clothing and long sleeves, heavy gloves, and sturdy soled footwear. Safety vests, gloves, trash bags, and pix sticks are available upon request and can be picked up from our office at 101 Monroe Street, 10th floor, Rockville, MD, or in some cases mailed to you in small quantities. Call the Community Outreach office or email to schedule an appointment for pick up or arrange for a mailing.



## **MONTGOMERY COUNTY ADOPT A ROAD PROGRAM**

### **APPLICATION**

**NAME OF ORGANIZATION:** \_\_\_\_\_  
(Please type or print)

**CONTACT (Team Coordinator):**

\_\_\_\_\_  
(Name) (Daytime Phone) (Email address)

\_\_\_\_\_  
(Street Address, City, State, Zip)

**First Choice:**

**NAME OF ROAD TO ADOPT:** \_\_\_\_\_

**Beginning at:** \_\_\_\_\_ **and**

**Ending at:** \_\_\_\_\_

**Second Choice:**

**NAME OF ROAD TO ADOPT:** \_\_\_\_\_

**Beginning at:** \_\_\_\_\_ **and**

**Ending at:** \_\_\_\_\_

**SIGN REQUESTED:** \_\_\_\_\_ Yes \_\_\_\_\_ No

**NAME TO APPEAR ON SIGN:** \_\_\_\_\_

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#### **FOR DEPARTMENT OF PUBLIC WORKS AND TRANSPORTATION USE ONLY**

**Log Number** \_\_\_\_\_ **Date** \_\_\_\_\_

**Road Adoptable** \_\_\_\_\_ **Road Not Adoptable** \_\_\_\_\_

**Comments:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(Signature)

(Title)

I HAVE READ, UNDERSTAND, AND AGREE TO COMPLY WITH THE ELIGIBILITY CRITERIA:

TEAM COORDINATOR

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ EMAIL: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Member of Organization)

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Member of Organization)

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Member of Organization)

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Officer, Manager, Director or Principal of Organization)

***PLEASE MAKE SURE ENTIRE APPLICATION IS COMPLETE!***

Submit Application to:

Montgomery County Department of Transportation  
Community Outreach Program  
Executive Office Building  
101 Monroe Street, 10<sup>th</sup> Floor  
Rockville, Maryland 20850  
Phone: 240-777-7155  
Fax: 240-777-7178  
Email: [mcdot.outreach@montgomerycountymd.gov](mailto:mcdot.outreach@montgomerycountymd.gov)

# ***MONTGOMERY COUNTY ADOPT-A-ROAD PROGRAM***

## **ELIGIBILITY CRITERIA**

1. The Adopt-A-Road Program (“Program”) is open to individuals, nonprofit or civic organizations, businesses, and governmental entities. Organizations, businesses, and governmental entities that wish to participate in the Program must be located within Montgomery County or conduct substantial activities within Montgomery County.
2. Individuals, organizations, and businesses that do not comply with Montgomery County’s nondiscrimination laws, including Chapter 27 of the Montgomery County Code, 1994, are ineligible.
3. An individual who wants to participate in the Program must sign the application form and provide his or her name and address. An email address would help the County communicate more efficiently with its Adopt-A-Road participants.
4. The County reserves the right to contact any of the people named on the application to verify participation and to contact the individuals in the absence of the team coordinator.
5. An officer, manager, director, or principal of any business or governmental entity wanting to participate in the program must sign the application form and provide his or her name, address and email address.
6. Participation in the program confers no rights or privileges upon any person or entity. Montgomery County, in its sole discretion, may refuse to allow any person, organization, business, or entity to participate in the Program. Use of the sign in commercial, social or political literature of any kind is prohibited. Violation of this prohibition will be considered cause for termination.

## **Indemnification**

7. All participants in the Program hereby release Montgomery County and its agents and employees from any liability for damages or injuries resulting from their participation in the Program. The individual, organization, business, or entity that adopts a road agrees to indemnify and hold Montgomery County harmless for any injuries, damages, or claims arising from the Program.

## **Notice**

8. The individual, organization, business, or entity that joins the Adopt-A-Road program agrees to notify all his or her team participants of the foregoing terms.

Revised 2/21/08, 7/29/08, 11/12/08, 11/18/09

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